

 Brent	<p style="text-align: center;">Cabinet 10 October 2016</p> <p style="text-align: center;">Report from the Strategic Director of Resources</p>
<p style="text-align: right;">Wards Affected: All</p>	
<p>Report Title</p>	

The three paragraphs below should only to be included when necessary. They should otherwise be deleted.

Reason for Urgency

State here, in a case where full notice has not been given, why the matter cannot be delayed to the next or a future meeting. Full notice for Cabinet reports means less than 28 days' notice and the issue not being on the Forward Plan; full notice for a Council Committee means less than 5 working days' notice after the agenda has been published. You should take advice from Legal and the Governance and Civic team on this if you are not sure.

Fully Exempt - Not for Publication ('Below the Line')

State here clearly why the report is confidential or exempt from disclosure, i.e:

"This report is not for publication as it contains the following category of exempt information as specified in the Local Government Act 1972, namely:
Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)."

Comment [WT1]: Please ensure that this is clear and **communicate this with the Governance team** that there is an item not to be published in the public domain!

Part Exempt – Not for Publication ('Below the Line')

State here clearly why part of the report is confidential or exempt from disclosure, ie:

"[Appendix A/B/C/D] of this report is not for publication This report is not for publication as it contains the following category of exempt information as specified in the Local Government Act 1972, namely:
Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)."

Comment [WT2]: Please ensure that this is clear and **communicate this with the Governance team** that there is an item not to be published in the public domain!

Guidance on the exemptions paragraphs from Schedule 12A of the 1972 Local Government Act can be found on [page 9, part 6 of the Council's Constitution](#)

1.0 Purpose of the Report

1.1

2.0 Recommendation(s)

2.1

2.2

2.3

3.0 Detail

3.1

3.2

3.3

4.0 Financial Implications

4.1

4.2

5.0 Legal Implications

5.1

5.2

6.0 Equality Implications

6.1

6.2

7.0 Consultation with Ward Members and Stakeholders

7.1

7.2

8.0 Staffing/Accommodation Implications (if appropriate)

7.1

Comment [WT3]: The purpose of the report section should provide a clear indication of

1) **what the report is about**
2) **what action is being proposed** but should not be too long. One paragraph should suffice.

Comment [WT4]: These must be set out clearly and fully. These should be capable of being understood without reference to the body of the report or, where this is impracticable, cross referenced with a specific paragraph in the report so that it is clear what is being recommended.

You should not include a recommendation to "agree the proposal as set out in the report" as this is too vague. If the report has presented options then the recommendation needs to make clear which option is being recommended for approval.

Comment [WT5]: This should be concise and written in plain, understandable and non-discriminatory language. The report should avoid jargon, explain acronyms and **easy**

Comment [WT6]: Set out the financial implications, ie: the **costs of the proposal and how these are to be met**. The financial implications of all realistic options should be included so that Members can look into these before making their decision.

Comment [WT7]: You should ask the Legal Team to provide you with legal implications for the report.

Remember that reports

Comment [WT8]: Most reports are found to have some equality implications. In these cases, the 'equality implications' section should provide a summary of the findings of your equality

Comment [WT9]: Only use this heading if it is relevant to the report.

Background Papers

-
-
-
-

Contact Officers

Name,
Work Address,
Telephone Number,
E-mail Address

]

FULL NAME IN CAPITALS

Strategic Director of XYZ

Comment [WT10]: There is a **statutory requirement** to include a list of those documents relating to the subject matter on which the report is based and which have been relied on to a material extent in preparing the report.

These might include previous reports and records of decisions on the same matter. These papers are open to public inspection, unless they contain exempt or confidential information.

It is not necessary to make reference to any published works where it is reasonable to expect that a member of the public could make their own arrangements to get a copy of the document.

Comment [WT11]: Plus other appropriate details of the contact officer or officers who hold the background papers and who can provide further explanation/information on the report. This may, or may not, be the same as the designated lead officer whose name the report is in within the header.

Comment [WT12]: This is essentially the final sign off and should be the officer whose name the report is in and **match the header**.